



**Mission Statement:**

*At Highland Academy, we pride ourselves in helping students identify their strengths. We welcome students to explore their innate curiosity through rigorous and inclusive learning. We produce respectful, imaginative, and vibrant learners to enter into our dynamic workforce and community.*

*There are many roads to genius, and we help you find yours!*

## Board of Directors Meeting

May 23, 2024 @ 6:00 pm

715 Wellwood Ave Beaumont CA 92223

Room A1

Agenda Minutes

	x
--	---

### 1. Call to Order

The President of the Board will call the meeting to order.

Time:	6:01 pm
-------	---------

Attendees

Elissa Lerma (President)	x	Johana Carpio (Member)	x	Dale Taylor (Member)	x
Jason French (Member)	x	Alma Lomeli (Member)	x	Terrence Lee (CBO)	
Marisol Ramirez (District Rep)	x	Tracy Haberman (Charter Impact)	x	Billy McIntosh (Exec. Dir)	x
Matt Neri (Visitor)	x	Holly Neri (Visitor)	x		

A quorum

was established.	x	or	was <u>not</u> established.	
------------------	---	----	-----------------------------	--

## 2. Public Testimony

During meetings of the Governing Board (Board), members of the audience have an opportunity to speak regarding subjects or concerns that appear, or do not appear, on the agenda. The Board President reserves the right to limit speaking time to three (3) minutes. Unless the item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may acknowledge receipt of the information, or refer the matter to staff with no direction as to action or priority.

It is suggested that anyone wishing to speak to the Board arrive a few minutes prior to the start of the meeting.

Individuals, who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting, should contact the Secretary of the Board in writing. Notification 48 hours prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to the meeting.

### Speakers and Topics

None
------

## 3. Closed Session

Start time: N/A

---	None
-----	------

Closed session end time: N/A

## 4. Discussion Items

4.1	<b>Public hearing to review and discuss the FY 2024-25 Budget</b> <i>Draft Budget was reviewed and discussed.</i>	Tracy Haberman and Terrence lee
4.2	<b>Public hearing to review and discuss 2024-25 LCAP</b> <i>Draft LCAP was reviewed and discussed. Discussion on ideas to improve attendance. Suggestion made to reimplement family "volunteer days"</i>	Billy McIntosh
4.3	<b>HACS ELOP Plan / 2024 Summer Programs</b> <i>Reviewed and discussed.</i>	Billy McIntosh
4.4	<b>PowerSchool Student Information System Renewal</b> <i>INV393438 was reviewed and discussed.</i>	Billy McIntosh
4.5	<b>Quotes for the purchase of 300 Chromebooks</b> <i>Quotes CDWG 72629231-62, Best Buy 244639652, and STS Education Q-38725 were all reviewed. Question regarding manufacturers warranty for all three quotes.</i>	Billy McIntosh
4.6	<b>Review Financial Controls Policy Section XIV: CAPITAL DEPRECIATION; DISPOSITIONS AND DEPRECIATION</b> <i>Discussion on changing the language to: Assets in excess of <del>\$500</del> <b>\$5000</b> shall be capitalized and depreciated over their useful life in</i>	Tracy Haberman and Terrence Lee

	accordance with GAAP for nonprofit organizations. Asset purchases of under <del>\$500</del> <b>\$5,000</b> and software purchases shall be expensed. The BK will reconcile the fixed asset and related depreciation schedules to the general ledger account monthly.”	
4.7	<b>Board Resolution 2024-05-23-01 Regarding Employee Retention Stipends</b> Resolution was reviewed and discussed.	Billy McIntosh
4.8	<b>Form 990 Income Tax Return for year ended June 30, 2023</b> Form 990 was reviewed and discussed.	Terrence Lee
4.9	<b>Highland Academy’s Promotion and Retention Policy</b> Policy was reviewed and discussed.	Billy McIntosh
4.10	<b>Upcoming school event calendar</b> <ul style="list-style-type: none"> <li>● May 27th - No School (Memorial Day)</li> <li>● May 31st - 5th and 8th Grade Six Flags field trip</li> <li>● June 4th <ul style="list-style-type: none"> <li>○ Kindergarten &amp; 5th Grade Promotion - 10:00 am</li> <li>○ 8th Grade Promotion - 6:00 pm</li> </ul> </li> <li>● June 6th - Last Day of School</li> <li>● June 10th - First Day of TK - 6 Summer Academy</li> </ul>	Billy McIntosh
4.11	<b>Review minutes from previous 03/28/2024 Board Meeting</b> Minutes were reviewed and discussed.	Elissa Lerma

## 5. Consent Agenda

5.1	<b>Recommend approving HACS’ ELOP Plan</b>						
	Motion:	Jason French			Second:	Alma Lomeli	
	Notes:	---					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.2	<b>PowerSchool Student Information System Renewal</b>						
	Motion:	Alma Lomeli			Second:	Elissa Lerma	
	Notes:	INV393438					

	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.3	<b>Recommend approving the purchase of 300 Chromebooks.</b>						
	Motion:	Jason French			Second:	Alma Lomeli	
	Notes:	Best Buy Quote 244639652					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.4	<b>Recommend amending Financial Controls Policy: Section XIV CAPITAL DEPRECIATION; DISPOSITIONS AND DEPRECIATION</b>						
	Motion:	Johana Carpio			Second:	Alma Lomeli	
	Notes:	Amended policy shall now read: <i>Assets in excess of \$5000 shall be capitalized and depreciated over their useful life in accordance with GAAP for nonprofit organizations. Asset purchases of under \$5000 and software purchases shall be expensed.</i>					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.5	<b>Recommend approving Board Resolution 2024-05-23-01 Regarding Employee Retention Stipends</b>						
	Motion:	Alma Lomeli			Second:	Jason French	
	Notes:	---					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.6	<b>Recommend ratifying Form 990 Income Tax Return for year ended June 30, 2023</b>						
	Motion:	Jason French			Second:	Alma Lomeli	
	Notes:	---					

	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.7	<b>Recommend approving Retention and Promotion Policy</b>						
	Motion:	Alma Lomeli			Second:	Johana Carpio	
	Notes:	---					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

5.8	<b>Recommend approving minutes from previous 03/28/2024 Board Meeting</b>						
	Motion:	Jason French			Second:	Alma Lomeli	
	Notes:	---					
	Vote	Aye:	4	No:	0	Abstain:	0
	Action	Approved	x	Denied:			

## 6. Program Director, Employee, and Board Member Reports

Billy McIntosh	Exec Dir	Thanked the Board for approving the Employee Retention stipend.
Terrence Lee	CBO	---
Elissa Lerma	President	Commended EOY activities/projects - Choir concert, Frozen Jr., and yearbook
Johana Carpio	Member	---
Dale Taylor	Member	---
Jason French	Member	---
Alma Lomeli	Member	---
Tracy Haberman	Charter Impact	---
Beaumont USD		---
		---

## 7. Adjournment of Meeting

Time:	7:14 pm
-------	---------

Motion:	Elissa Lerma			Second:	Johana Carpio	
Vote	Aye:	4	No:	0	Abstain:	0
Action	Approved:	x	Denied:			

Date and time of next meeting:	06/20/2024
--------------------------------	------------